TM-3 TRAVELER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

REVIEW AMENDED VOUCHER

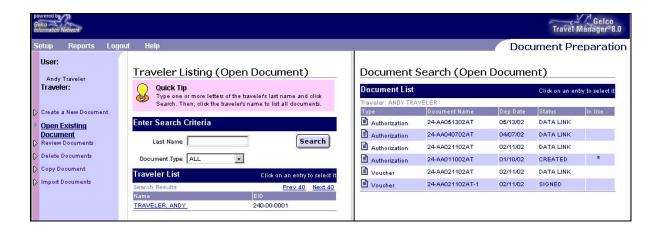
This document covers the steps for the Traveler to review an Amended Voucher.

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A. REVIEW AMENDED VOUCHER

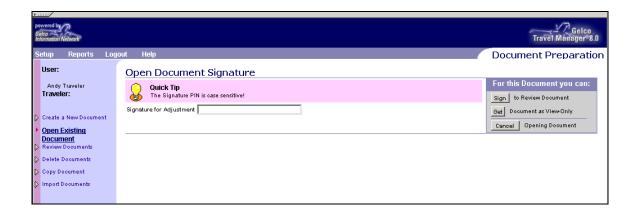
1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.



2. Select the document created above from the **Document Search (Open Document)** area on the right. The **Open Document Version** page will be displayed.



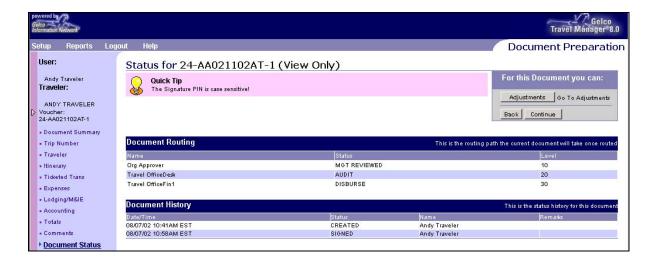
3. Click the **Document** icon for the **Amendment** **. The **Open Document Signature** page will be displayed.



- 4. Click the Get **Document as View Only** button in the 'For this Document you can:' area in the top right. (No signature is required).
- The Document Summary for Adjustment to Voucher (View Only) page will be displayed.



6. Click the **Document Status** link, on the Document Processing Toolbar on the left side of the page, to view the **Authorization Status** page for the routing list. The document has been routed to the first person in the routing list.



7. Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to the travel office for retention and audit purposes.

When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message will be sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT).

Preparer will print page 1 of Traveler's Voucher, mark out SSN, attach applicable receipts and back-up documentation, and forward to Travel Office.